

# Indiana

## ADULT EDUCATION

### Remote Testing

- Required Administrative Procedures
- Suggested Guidance

Remote testing utilizing TABE 11/12 and TABE CLAS-E is permitted for Indiana Adult Education and workforce programs. Programs must have **written operating procedures** to address test security, integrity, and protection of personally identifying information. Remote testing procedures are outlined with specific requirements and instructions at – <https://tabetest.com>

## TABE | DRC

Contact TABE Technical Support |  
866.282.2250

[tabehelpdesk@datarecognitioncorp.com](mailto:tabehelpdesk@datarecognitioncorp.com)

**Mike Johnson**

National Adult Education Director

[mjohnson@datarecognitioncorp.com](mailto:mjohnson@datarecognitioncorp.com)

**Marcus Ripp**

Product Director, Adult Assessments

[mrripp@datarecognitioncorp.com](mailto:mrripp@datarecognitioncorp.com)

# Indiana ADULT EDUCATION

Basic Skills. High School Equivalency. Short-term Training. Certifications and More

## Indiana Adult Education | Remote TABE Testing – Required Administrative Procedures, Suggested Guidance

- Test proctors must be **trained** to administer TABE 11/12 and TABE CLAS-E as noted in DWD's *Educational Functioning Level Assessment Policy*.
- Test examiners must use a supported **web conferencing platform** with computer audio and webcam capabilities for both test examiners and students. The web conferencing platform will have recording capability with the ability to review completed web sessions.
- Indiana and DRC require that no more than **five students** can be assessed during web conferencing sessions.
- Tests and test materials must be secure. While TABE 11/12 and TABE CLAS-E must be proctored, Indiana allows the Locator only in an un-proctored environment.
- A computer (desktop or laptop) or a device, such as a Chromebook, is required, plus a webcam, microphone, and speakers or headphones. Cell phones and iPads cannot be used for remote testing. Indiana **does not** allow calling in by phone to a remote test session.
- Proctors must be able to authenticate an **individual student's identity**. Capturing an image of a photo ID is recommended.
- Indiana requires examiners to have students use their web cameras before testing to show the environment. The testing area must be clear of prohibited items. A calculator is provided in the online test environment. Record any unusual events that occurred during testing. **Stop testing** if suspicious activity is detected.

# Indiana ADULT EDUCATION

Basic Skills. High School Equivalency. Short-term Training. Certifications and More

- Examiners must require students to **share their screens** while restricting view from the rest of the group if more than one individual is being assessed in the same room.
- Test administrators must be able to conduct **breakout/private sessions** with chats to respond to individual student inquiries.
- Only include students who are taking the same form and level of the TABE test in the *same* web meeting. This allows proctors to provide the same test directions to the whole group.
- Assign students to individual private rooms. Provide test links and login credentials during the beginning of the test session, not before. An **attendance sheet** must be completed by the test administrator and include meeting details, meeting link, date, student names, start time, and stop time.
- Explain to students how they should let the test examiner know when they have finished their tests, and how they will be dismissed. Require them to destroy the **scratch paper** they used during testing.
- When students complete tests, proctors may have them remain in the main meeting until the whole group is dismissed, or they can allow them to leave as each student finishes.
- Test administrators will determine how much time is allowed for breaks between tests.
- Programs may allow time for students to take practice tests on the publisher's website prior to entering the testing session. Proctors should be prepared to respond to any **video or technical glitches** should they occur and communicate plans to examinees.